FMEA: Medication Reconciliation Process

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Overview

- Medication Reconciliation Process
- Policy Filing and Distribution
- Admission Reconciliation Worksheet
- Discharge Medication Worksheet
- Interward Transfer Worksheet
- Outpatient Reconciliation Worksheet
- Instructions for CHCS 508 Worksheets
- Compliance Monitoring

Medication Reconciliation Process

- Medication reconciliation is an interdisciplinary process between Providers, Nursing and Pharmacy that compares the patient's most current list of outpatient medications against the physician's orders upon admission, transfer and discharge. The intent is to address discrepancies, thereby decreasing potential adverse drug events and medication related errors.

Policy Filing and Distribution

- The medication reconciliation policy is distributed hospital wide.
- The policy is filed in MEDDAC Reg 40-50, Section 11: Care of Patients, a. Prescribing and Ordering Medications, (17) Medication Reconciliation.

Admission Reconciliation Worksheet

A D M I S S I O N R E C O N C I L I A T I O N W O R K S H E E T Page: 1
Outpatient Active Medications 24 Jan 2006@1555
A508 Admission Reconciliation Worksheet

PATIENT: DOE,JOHN 20/123-12-1234 65 MALE

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1. Circle (Y) for active medications to be continued as inpatient.
2. Circle (N) to flag med orders you plan to cancel from all medication profiles.
3. Circle (H) to hold outpatient medication until discharge.
4. To annotate meds you are going to change dose or frequency on, circle (N) and clarify dose and frequency.
5. Write each new medication order below.
6. It remains your responsibility to ensure that the planned order actions are entered into the patient's outpatient profile.
7. FAX Completed Admission Reconciliation Worksheet to Inpatient Pharmacy 938-2261 for entry into inpatient profile.

(Y).....(N).....(H)..MELOXICAM (MOBIC) 15MG TAB ONE TABLET BY MOUTH DAILY WITH FOOD RF1 #21

Write each new medication order, stamp and date form at end of report.

SIGN AND STAMP:_____DATE/TIME:_____

Discharge Medication Worksheet

D I S C H A R G E M E D I C A T I O N W O R K S H E E T Page: 1
Both Inpatient and Outpatient Active Medications 24 Jan 2006@1555
B508 Discharge Medication Worksheet

PATIENT: DOE,JOHN 20/123-12-1234 65 MALE

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1. Circle (Y) to flag meds you plan to continue after discharge from hospital.
2. Circle (N) to flag med orders you plan to cancel from all medication profiles.
3. To annotate meds you are going to change dose or frequency on, circle (N) and clarify dose and frequency.
4. Write each new medication order below.
5. It remains your responsibility to ensure that the planned order actions are entered into the patient's outpatient profile.

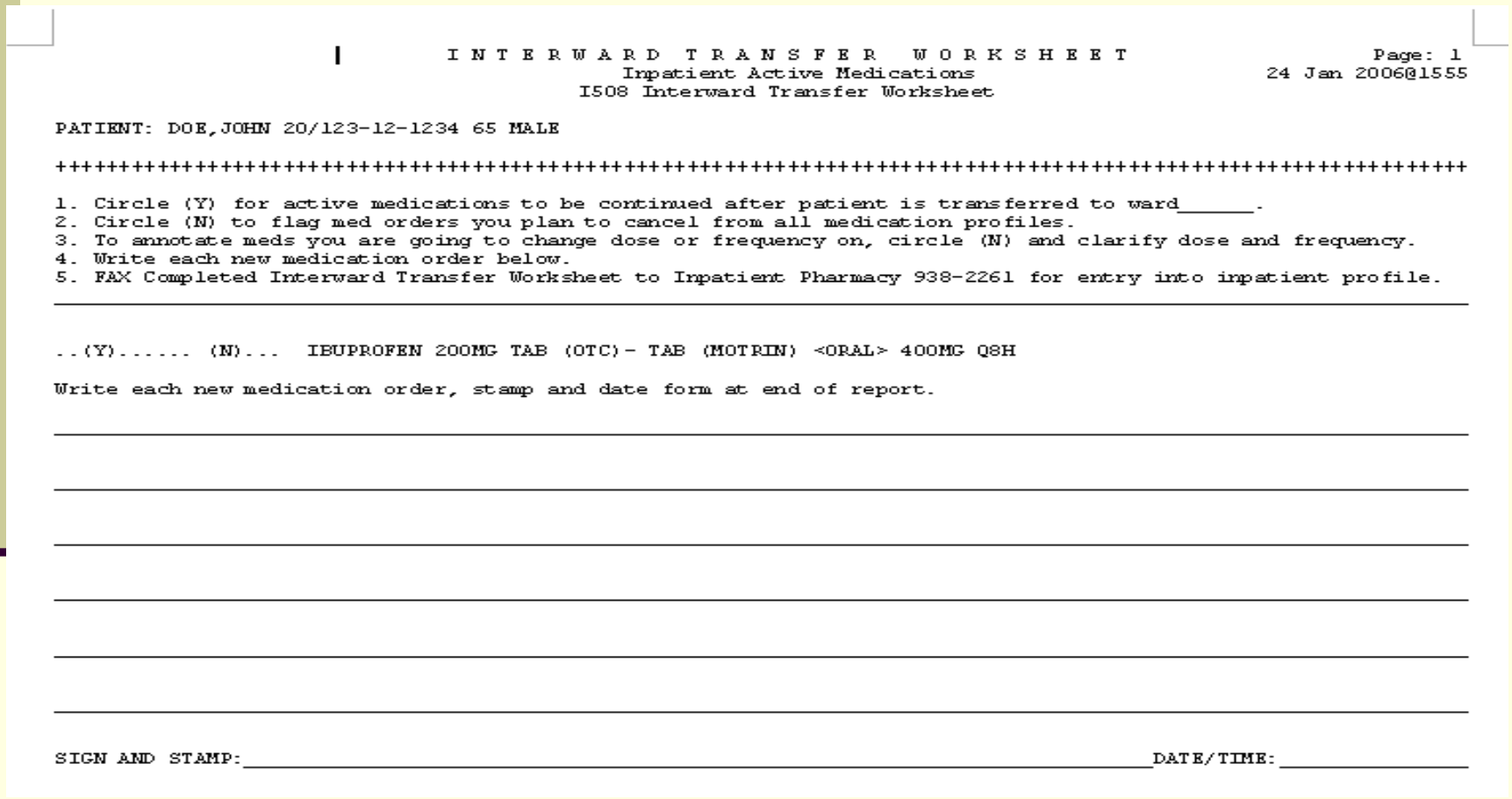
..(Y)..... (N)... IBUPROFEN 200MG TAB (OTC)- TAB (MOTRIN) <ORAL> 400MG Q8H

..(Y)..... (N)... RX: MELOXICAM (MOBIC) 15MG TAB ONE TABLET BY MOUTH DAILY WITH FOOD RF1 #21

Write each new medication order, stamp and date form at end of report.

SIGN AND STAMP:_____DATE/TIME:_____

Interward Transfer Worksheet



I N T E R W A R D T R A N S F E R W O R K S H E E T
Inpatient Active Medications
I508 Interward Transfer Worksheet

Page: 1
24 Jan 2006@1555

PATIENT: DOE,JOHN 20/123-12-1234 65 MALE

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1. Circle (Y) for active medications to be continued after patient is transferred to ward_____.
2. Circle (N) to flag med orders you plan to cancel from all medication profiles.
3. To annotate meds you are going to change dose or frequency on, circle (N) and clarify dose and frequency.
4. Write each new medication order below.
5. FAX Completed Interward Transfer Worksheet to Inpatient Pharmacy 938-2261 for entry into inpatient profile.

..(Y)..... (N)... IBUPROFEN 200MG TAB (OTC)- TAB (MOTRIN) <ORAL> 400MG Q8H

Write each new medication order, stamp and date form at end of report.

SIGN AND STAMP:_____DATE/TIME:_____

Outpatient Reconciliation Worksheet

O U T P A T I E N T R E C O N C I L I A T I O N W O R K S H E E T Page: 1
Outpatient Active Medications 24 Jan 2006@1555
R508 Outpatient Reconciliation Worksheet

PATIENT: DOE,JOHN 20/123-12-1234 65 MALE

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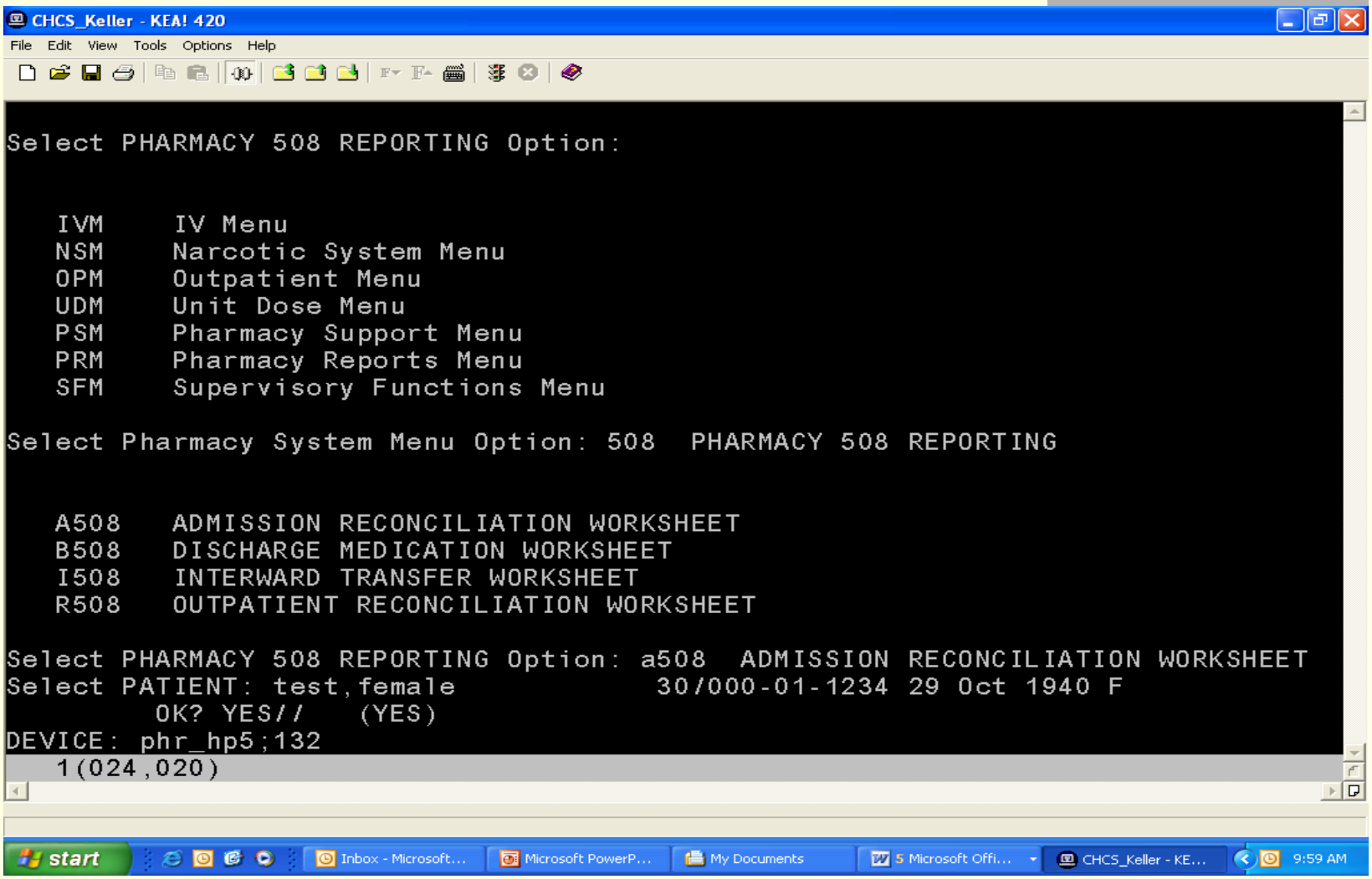
1. Circle (Y) to flag meds you plan to continue the patient on as an outpatient.
2. Circle (N) to flag med orders you plan to cancel from all medication profiles.
3. To annotate meds you are going to change dose or frequency on, circle (N) and clarify dose and frequency.
4. Write each new medication order below.
4. It remains your responsibility to ensure that the planned order actions are entered into the patient's outpatient profile.

..(Y)..... (N)... RX: MELOXICAM (MOBIC) 15MG TAB ONE TABLET BY MOUTH DAILY WITH FOOD RF1 #21

Write each new medication order, stamp and date form at end of report.

SIGN AND STAMP:_____DATE/TIME:_____

Instructions for CHCS 508 Worksheets



Compliance Monitoring

- Inpatient nursing units are responsible for conducting periodic review of compliance
- Pharmacy is responsible for daily monitoring of the use of the worksheets.
- Patient Safety manger will coordinate evaluation and submission to PIC